



## EMPLOYEE PERFORMANCE APPRAISAL REPORT

State Form 19958 (R5 /2-99)  
\*Social Security number request is **mandatory**  
per IC 4-1-8-1 (5)

This information may be used in decisions concerning training needs, advancement, performance-related salary adjustments, layoffs, reemployment, and as evidence in contested disciplinary actions.

### PROFESSIONAL ADMINISTRATIVE and TECHNOLOGICAL

Employee name: \_\_\_\_\_

#### TYPE OF EVALUATION

☐ Annual ☐ 3-Month ☐ 6-Month ☐ Follow-up  
☐ Other: \_\_\_\_\_

#### WORKING TEST (Merit Agencies Only)

- ☐ Successfully completed: Permanent status granted. **EFFECTIVE DATE:** \_\_\_\_\_
- ☐ Request extension for six (6) months. Reason on Comments Sheet. **EXTENDED DUE DATE:** \_\_\_\_\_

State Personnel Director approval

Date (month, day, year)

Name of employee	*Social Security number
Name of state agency	Org code
Class title and class code of employee	Review period (month / year) / To /

AREAS OF RESPONSIBILITY		IMP.	QUALITY	QUANTITY	TIMELINESS
INSTRUCTIONS	RESPONSIBILITY STATEMENT	Es Ne	Na 6 = 5	Na 6 = 5	Na 6 = 5
1) List the applicable areas of responsibility from the position description. 2) Indicate the relative importance of each in the second column. 3) Assign a rating to each dimension based on the actual work performed. Substantiate ratings of "below standard" on Comments Sheet.  Key: <b>Es</b> Essential <b>Ne</b> Non-essential <b>Na</b> Not applicable <b>6</b> Below standard <b>=</b> At standard <b>5</b> Above standard	1.	<input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
	2.	<input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
	3.	<input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
	4.	<input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
	5.	<input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
	6.	<input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
	7.	<input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
	8.	<input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>

GENERAL FACTORS		IMPORT.	PERFORMANCE
INSTRUCTIONS	FACTOR	Es Ne Na	U M S V O
1) Indicate the relative importance of each factor in the first column. 2) For each applicable factor, assign the most suitable performance rating. Substantiate ratings of "Unsatisfactory" or "Outstanding" on Comments Sheet.  Key: <b>Es</b> Essential <b>Ne</b> Non-essential <b>Na</b> Not applicable <b>U</b> Unsatisfactory <b>M</b> Marginal <b>S</b> Satisfactory <b>V</b> Very good <b>O</b> Outstanding	1. Job Knowledge and Skill	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
	2. Communication Functions	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
	3. Work Coordination	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
	4. Dependability	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
	5. Problem-solving	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
	6. Financial Planning	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
	7. Supervisory Functions	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
	8. Interpersonal Relations	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>

Employee signature	Date signed	Evaluator signature	Superior	Appointing Authority signature	Date
I hereby certify that I have had an opportunity to review this report and understand that I am to receive a copy. I am aware that my signature does not necessarily mean that I agree with the rating.		I hereby certify that this rating report constitutes my best judgment of the service performed by this employee for the review period covered.			

DISTRIBUTION: WHITE - STATE PERSONNEL; CANARY - AGENCY; PINK - EMPLOYEE; GOLDENROD - SUPERVISOR